



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**

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MODULAR MEMORANDUM

NO. 2004-03

RE: Fiscal Transactions for The Tennessee Modular Building Program

DATE: August 24, 2004

All Tennessee Modular Building fiscal transactions must have an individual check for each transaction **(i.e., one check for combined transactions will no longer be accepted)**. This applies to all model plan submittals, compliance assurance manual submittals, building system manual submittals, all revisions, licensing, label orders, etc. Also, the check number **is required** to be listed on the required form(s), and the model plan submittal number or transaction type is to be placed on the "**FOR**" line of the check.

All Tennessee Modular Building fiscal transactions **MUST** be processed as prescribed above. Any deviation from the process **WILL** result in a delay in your request for services.

If you have any questions regarding this matter, please contact the Tennessee Modular Building Program at (615) 741-7190.